

इंडिया पोस्ट
पेमेंट्स बैंक

India Post
Payments Bank

(A Government of India Undertaking)

Corporate Office, Speed Post Centre Building, Bhai Veer Sing Marg, New Delhi -110001

SPECIAL ENGAGEMENT DRIVE OF GRAMEEN DAK SEVAKS TO IPPB FOR ASSAM & NORTH EAST CIRCLE

Advertisement No.: IPPB/CO/HRMD/REC/2022-23/06

India Post Payments Bank Limited (IPPB) has been setup under the Department of Posts, Ministry of Communications with 100% equity owned by Government of India. IPPB is leading the next revolution of Banking and Financial literacy and this new model is paving the way for India's largest Banking network to reach each and every corner of the nation.

IPPB is having 650 Branches all over the India which aims to utilize and leverage the field network of Department of Posts through its approximate 1,55,015 post offices as access points and approximate 3 Lakh postmen and Grameen Dak Sevaks (GDS) to provide doorstep banking services.

IPPB, as an organization has been designed to carry out its Sales and Operations through the network of DoP. IPPB is responsible for designing products and services, defining the technology and service delivery platforms, undertaking marketing and third-party tie-ups, setting and monitoring the service quality standards, handling customer grievances, managing the risks of the banking operations, and dealing with statutory and regulatory compliances, etc.

IPPB requires 59 Grameen Dak Sevaks on engagement from the DoP to perform direct sales and related activities at various offices of the Bank in the Assam & North East Circle. The GDS on engagement to IPPB will play a key role in lead generation, direct sales, coordination and generation of business through the Business Correspondent arrangement between DoP and IPPB.

Interested Gramin Dak Sevaks who fulfil the eligibility criteria may send their duly filled application in the prescribed format and send the same at jobsdop@ippbonline.in from 15.02.2023 to 01.03.2023. **No other mode of application will be accepted under this engagement exercise.**

Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria as stipulated in otherwise their application will be summarily rejected. **Not more than one application should be submitted by any candidate. Multiple Applications will be summarily rejected.**



The important dates (Tentative):

Sr. No.	Activity	Dates
1.	Starting Date to apply for the said post	15-02-2023
2.	Last Date of Final Submission of Application	01-03-2023
3.	Release of Admit cards for Personal Interview	15-03-2023
4.	Conduct of Personal Interview	March/April 2023
5.	Declaration of the Final Result (tentative)	April/May 2023 (on Bank's website)

NOTE:

- (i) Detailed instructions may be referred at the time of applying for the said post.
- (ii) Candidates in their own interest are advised, not to wait till the last date & time for applying for the said post. IPPB shall not be responsible, if candidates are not able to submit their applications due to any reason, whatsoever.

This advertisement contains the following details:

1.	Posts	Name of Post for which engagement is desired, along with number of vacancies
2.	Pay and Allowances	Pay and Allowances admissible to the GDS on engagement to IPPB.
3.	Tenure	Tenure of engagement with IPPB
4.	Place of Posting	Place of posting of GDS on engagement
5.	Job Profile	Details on roles of posts for which engagement is desired.
6.	Job Specifications	Details on the eligibility criteria such as age and experience have been provided.
7.	Selection Procedure	Brief on Selection Procedure that shall be followed.



8.	General Instructions	Various other instructions to be followed by the candidates throughout the entire process.
9.	Announcements	
10.	Jurisdiction	
Annexure-I (a)	Terms of Engagement	Terms & Conditions for GDS joining IPPB on Engagement.
Annexure-I (b)	List of Locations	Various locations across Assam & North-East Circle
Annexure-I (c)	Application Format	Format for eligible GDS to apply for the said post.
Annexure (d)	NOC Format	NOC Format from parent organization i.e. DoP to be brought by the candidate at the time of Personal Interview

General Information:

1. The registered Corporate Office of India Post Payments Bank is in New Delhi.
2. Detailed Terms & Conditions for GDSs from Department of Posts joining IPPB on engagement have been provided in **Annexure-I (a)**.
3. The period of engagement would be for 2 years for and the same may be extended for another one year, depending upon the business requirements of the Bank.
4. The engagement with IPPB shall commence only after completion of mandatory formalities pertaining to their relieving process as stipulated by their parent organization.
5. Total number of GDSs required on engagement under this Special Engagement Drive is 59.
6. All applicants shall go through the prescribed selection process conducted by IPPB.
7. Before applying candidates are advised to ensure that they fulfil the stipulated eligibility criteria otherwise their application will be summarily rejected.
8. Candidates can apply as per the process stipulated in the advertisement published on the Bank's website and no other mode of application will be accepted.
9. Candidates in their own interest are advised, not to wait till the last date & time for applying online. IPPB shall not be responsible, if candidates are unable to submit their application due to any network issues.



1. POSTS

Scale	Designation	No. of vacancies	Location	Selection Pool
No Scale	Executive	59	IPPB Offices in Assam & North-East Circle	GDS engaged with Department of Posts in Assam & North-East Circle only (as on 15.02.2023)

1.1 STATE-WISE BREAK-UP

State-wise break-up of 59 vacancies has been tabulated below. However, details of these 59 locations are furnished in **Annexure-I (b)**.

Circle	State	Vacancies
Assam Circle	Assam	16
North East Circle	Arunachal Pradesh	10
	Manipur	9
	Meghalaya	8
	Mizoram	5
	Nagaland	9
	Tripura	2

2. PAY AND ALLOWANCES

2.1 Pay

2.1.1 The Bank shall pay a lump sum amount of INR 30,000/- (rupees thirty thousand only) per month inclusive of statutory deductions & contributions as applicable to the GDSs engaged to IPPB as Executives.

2.1.2 Tax deductions will be done as per Income Tax Act, considering the amendments from time to time.

2.2 Allowances

2.2.1 Annual increment of lump-sum pay and incentives based on performance in business



acquisition/sales activities as decided by the Competent Authority from time to time.

2.2.2 Further, it is clarified that no other pay/allowances/bonus etc. shall be paid except those mentioned in above point number 2.1.1 and point number 2.2.1

3. TENURE OF ENGAGEMENT

3.1 The tenure of engagement shall be for two (2) years and further extendable by one (1) year, subject to satisfactory performance, if required, as per the Bank's business requirements and in the exigencies of public services.

3.2 Business Performance shall be reviewed every six months. In case performance is found dis- satisfactory over two consecutive reviews, the engaged GDS may be repatriated after serving one- month notice.

3.3 There shall be a mandatory 'cooling off' period of two years after every period of temporary engagement of GDS in IPPB as Territory Officer/Business Associate/Executive. Therefore, GDS who were engaged with IPPB as Territory Officer/Business Associate/Executive in the past, shall be eligible to apply under this provision only, if they are not in the mandatory 'cooling off' period.

3.4 During the tenure of engagement with IPPB, if an executive seeks voluntary repatriation to his parent organization i.e. DoP, for any reason whatsoever he/she shall first give a notice of 1 months in writing to the competent authority of his/her intention for repatriation/to leave or discontinue his/her service on engagement. Further, specific reasons for repatriation should invariably be mentioned in the notice.

3.5 The Bank may prematurely repatriate the services of an executive in the following cases:

3.5.1 Decisions taken by the executive in his capacity has put the Bank to monetary loss.

3.5.2 The executive for any reasons has not been attending to his/her duties in the Bank for a period of 30 days (either continuously or in aggregate) after exhausting all leave due to her/ him or after her/ his request for leave for extension of leave has been refused in writing.

3.5.3 The executive employed on the basis of a particular expertise or skill or qualification, ceases to demonstrate such an expertise or skill or qualification, for any reason whatsoever.

3.5.4 The executive has been advised in writing of his/her perfunctory work or less than average performance at least on two previous occasions and despite having been communicated to his/her, there has been no improvement or insignificant improvement in his/her performance.

3.5.5 The executive exhibits general indiscipline, insubordination, unruly /violent behavior for which she/ he has been advised in writing in the past;

3.5.6 There is such other cause as would reasonably lead the Bank to believe that the retention of the executive would be detrimental to the interest of the Bank.

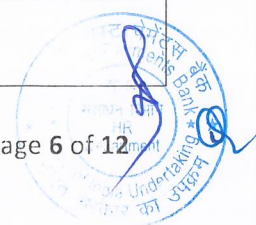


4. JOB LOCATION

- 4.1 All candidates shall furnish their preferred location out of the various locations as furnished in **Annexure-I (b)**, in the application form in the prescribed proforma furnished as **Annexure-I (c)**.
- 4.2 The candidate shall not submit more than one application. Multiple applications will be summarily rejected.
- 4.3 Based on the marks scored in the selection process, the candidates shall be allotted the preferred location subject to their successful qualification of the selection process. Change in the data already submitted by the candidate in the application form shall not be permitted.
- 4.4 In the event of two or more candidates having obtained the same score, merit order shall be decided as per the total experience in his/her parent organization i.e. DoP. Also, if two candidates possess equal experience, date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practices.

5. JOB PROFILE

Sr. No.	Scale	Designation	Job Profile
1.	No Scale	Executive	<ul style="list-style-type: none">• Achievement of Monthly revenue targets through direct sales of Bank's products.• Support in organizing customer acquisition events and run campaigns in the area under Branch/ Office jurisdiction to increase financial literacy.• Conduct periodic training and education sessions for GDS on IPPB products and services.• Operate seamlessly with DoP Inspectors (Sub-division) and Postmasters to drive IPPB and 3rd Party sales.• Assist GDS in acquiring new customers for IPPB and its Partner Organizations.• Assist IPPB Manager in Operations.• Acquire, grow and retain customer relationships by organizing customer events and run campaigns in the area to increase financial literacy.• Develop and manage the strategic relationship with all channel partners to drive sales and disseminate marketing information, events, training and promotions which will facilitate meeting the Bank's business goals.• Any other duties assigned by the Bank from time to time.



6. Job Specifications

Sr. No	Scale	Designation	Eligibility Criteria		
			Age Limit	Educational Qualification	Minimum Experience
1.	No Scale	Executive	20 to 35 years [as on 15 th February 2023] [Candidates should have been born not earlier than 15/02/1988 and not later than 01/02/2003 (Both dates Included)]	Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body	Minimum 2 years of experience as a GDS . IMPORTANT NOTE: The applicant should have no vigilance/ disciplinary case pending against him/her and should also not be serving punishment at the time of applying.

- (i) All the educational qualifications mentioned should be from a University/ Institution/ Board recognized by Govt. Of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before 15/02/2023. The date of passing eligibility examination will be the date appearing on the mark sheet or provisional certificate issued by the University/ Institute.
- (ii) The cut-off date for eligibility criteria and other qualifying details shall be 15/02/2023.



7. SELECTION PROCEDURE

7.1 Process

- 7.1.1 Selection will be done based on the Personal Interview to be conducted by the Bank at various locations in Assam & North East Circle. In case of number of applications received are more than the anticipated vacancies, the Bank reserves the right to include Group Discussion in the engagement process.
- 7.1.2 However, mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview.
- 7.1.3 The decision of the Bank to call the candidates for the Personal Interview shall be final. The Bank shall not entertain any further communication in this regard.
- 7.1.4 The venue for the Personal Interview will be intimated to the candidate in the Admit Card, which will be sent at the applicant's e-mail ID as mentioned in the Application form. The candidates must have a valid personal email ID which should be kept active till the completion of this recruitment process. IPPB may send communications through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

7.2 Interview Centres

- 7.2.1 The Personal Interview will be conducted in-person at venues given in the respective call letters.
- 7.2.2 No request for change of centre/venue for Personal Interview shall be entertained.
- 7.2.3 The Bank, however, reserves the right to cancel any of the centres and/or add some other centres, at its discretion, depending upon the response, administrative feasibility, etc.
- 7.2.4 Candidate will appear for the Personal Interview at his/her own risk and expenses and the Bank will not be responsible for any injury or losses etc. of any nature. No TA/DA shall be reimbursed to the candidates in this regard.
- 7.2.5 Any unruly behavior/ misbehavior in the Interview centre may result in cancellation of candidature/disqualification from future recruitment exercises conducted by IPPB.
- 7.2.6 IPPB reserves the right to modify the structure of the selection process of the said recruitment exercise which will be intimated through Bank's website

Please note that candidates will not be permitted to appear for the Personal Interview without the following documents:

1. Valid Admit Card provided by IPPB in e-mail as stipulated in Para 7.1.4 above for the respective date and session of Interview.
2. Copy of Photo-identity proofs i.e. AADHAR & PAN along with Originals.
3. Duly filled application form in the prescribed proforma.
4. No Objection Certificate from Divisional Head to appear in the Interview for the said post in the prescribed format as furnished in **Annexure-I (d)**.

CANDIDATES REPORTING LATE i.e. after the reporting time specified on the call letter for Personal Interview will not be permitted to attend the Interview.

7.3 Admit Cards for Personal Interview

7.3.1 The Bank shall be sending the Interview Call Letter at the applicant's e-mail ID as mentioned in the application form.

NO HARD COPY OF THE ADMIT CARD FOR APPEARING IN THE PERSONAL INTERVIEW HANDOUT WILL BE SENT BY POST.

7.4 Waiting List

7.4.1 A waiting list would be drawn up in both the circles. The candidates from the waiting list would be called for prospectively if and when vacancy arises due to any reason.

7.4.2 The waiting list shall remain in force for twelve months or till the date of initiation of the next engagement process, whichever is earlier.

7.4.3 The engagement with IPPB, in respect of wait list candidates, shall take effect from the date of declaration of their selection from the waiting list for all purposes.

7.5 Identity Verification

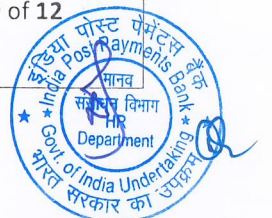
7.5.1 At the time of interview, the admit card along with a photocopy of the candidate's photo identity (bearing exactly the same name as it appears on the admit card) such as PAN Card/ Passport/ e- Aadhar card/ Permanent Driving License/ Voter's Card/ bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the admit card, and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

7.5.2 Ration Card and Learners Driving License will not be accepted as valid ID proof.

7.5.3 In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

7.5.4 Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the application form/ admit card and submit photocopy of the photo identity proof along with admit card while attending the personal interview, without which they will not be allowed to take up the examination.

7.5.5 In the happening of any event as mentioned below from 7.5.5.1 to 7.5.5.3, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable for disqualification from the engagement process and immediate repatriation of service, if he/ she has already joined the Bank.



7.5.5.1 suppression of any material fact

7.5.5.2 furnishing of false/tampered/fabricated/incorrect/misleading fact and/or information

7.5.5.3 resorting to any irregular or improper means in connection with his/ her candidature

7.5.6 Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future recruitment processes conducted by IPPB.

7.6 Other Conditions

7.6.1 No change in the data submitted by the candidate in the application form is possible after submission.

7.6.2 Issuance of offer of engagement including terms and conditions, formalities for verification, joining etc. is solely the decision of IPPB and shall be final and binding.

7.6.3 IPPB reserves the right to cancel, reallocate roles/change the process depending upon exigencies or otherwise.

8. GENERAL INSTRUCTIONS

8.1 Candidates should satisfy themselves about their eligibility for the post applied for. IPPB would shortlist the candidates for personal interview applying for the said post on the basis of the information furnished in the application form and shall determine their eligibility.

8.2 Candidates are advised in their own interest to apply much before the closing date and not to wait till the last date. Moreover, IPPB does not assume any responsibility for the candidates not able to submit their applications within the last date due to any reason(s) beyond the control of IPPB.

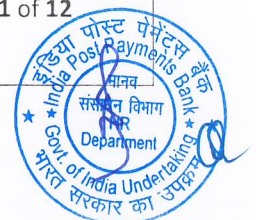
8.3 Not more than one application should be submitted by a candidate. **Multiple Applications will be summarily rejected.**

8.4 Candidates are advised to keep their e-mail ID active for receiving advices, viz. admit cards/ correspondence etc.

8.5 Candidates will have to invariably produce and submit the requisite documents such as valid admit card, a photocopy of photo-identity proof bearing the same name as it appears on the submitted application form etc. at the time of personal interview.

8.6 Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms as mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given before submitting their application.

- 8.7 A candidate being shortlisted for the personal interview and subsequent processes is strictly provisional. The mere fact that the admit card has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IPPB. IPPB would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. If any of these shortcomings is/are detected after engagement in IPPB, his/her services are liable to be summarily terminated.
- 8.8 Decision of IPPB in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of personal interview, verification etc. and any other matter relating to the process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IPPB in this behalf.
- 8.9 Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- 8.10 Any request for change of address, details mentioned in the application form will not be entertained.
- 8.11 Any request for change of date, time and venue for personal interview will not be entertained.
- 8.12 A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her application form and in all correspondence with IPPB in future should be identical and there should be no variation of any kind.
- 8.13 A recent, recognizable photograph (4.5cm × 3.5cm) should be affixed at the application form as mentioned in Annexure-I (c) and the candidate should ensure that copies of the same are retained for use at various stages of the recruitment process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- 8.14 IPPB shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.
- 8.15 IPPB reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- 8.16 IPPB shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IPPB and candidates are advised to keep a close watch on the authorized website for latest updates.



8.17 Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any IPPB recruitment/engagement process in the future.

9. Announcements

9.1 All correspondence/announcements with respect to above engagement process shall be done through e-mail/notices on IPPB official website <http://www.ippbonline.com> from time to time. Important information regarding engagement will be available in IPPB website and as such, candidates are advised to visit the same frequently.

9.2 It is the responsibility of the candidate to download/print the Admit Card/ Call Letters. The Bank will not be responsible for any loss of email sent, due to invalid/ wrong Email ID provided by the candidate or due to any other reason. Candidate's E-mail Id and Mobile No. should be valid for at least one year.

10. Jurisdiction

Any dispute with regard to this engagement advertisement/process will be settled within the jurisdiction of Delhi only.

